

**Public Safety Communications Advisory Commission (PSCC)  
Summary of Minutes - Regular Public Meeting**

**Tuesday, July 16, 2013**

**PSCC Voting Members Present**

- Aaron Sandeen, State CIO and Deputy Director, ADOA-ASET (PSCC Chairman Designee)
- Thomas Alinen, Deputy Chief of Police Sierra Vista Police Department (Teleconference)
- David Azuelo, Captain Tucson Police Department
- Glen Brown, Fire Chief Mayer Fire Department (Teleconference)
- William David Bunce, Fire Chief Salt River Pima Maricopa Indian Community (Teleconference)
- Steven Campbell Chief City of El Mirage Police Department
- Doug Chappell, Fire Chief Drexel Heights Fire District (Teleconference)
- Patrick Hancock, Chief Snowflake Fire
- Gilbert Orrantia, Director Arizona Department of Homeland Security
- Patrick Quinn, Deputy Chief Tucson Fire Department
- Jeffrey Raynor, Lt. Colonel Department of Public Safety
- Mike Worrell, Captain Phoenix Fire Department (Teleconference)

**PSCC Voting Members Absent**

- Bryan Savage Fire Chief Lakeside Fire Department
- Dewayne Woodie, Fire Chief Ganado Fire District/EMS

**Public Safety Interoperable Communications (PSIC) Office Attendees:**

- Justin Turner, Statewide Interoperability Coordinator
- Karen Allen, Project Manager
- Glade Jarman, Project Manager
- Dr. Michael Britt, Project Manager
- Kyle Stephens, Project Coordinator

**44 interested parties and members of the public were also present either in person or on the web conference.**

**Call to Order and Roll Call**

*Aaron Sandeen, State CIO and Deputy Director, ASET, ADOA (PSCC Chairman Designee)*

*Information Item*

The meeting was called to order at 1:03 PM by PSCC Chairman Designee Aaron Sandeen. Chairman Sandeen announced the recent changes to the PSIC Office, introducing Justin Turner as the new Statewide Interoperability Coordinator for the State of Arizona. Lisa Meyerson has been appointed as the new manager of the Enterprise Project Management Office for the Arizona Department of Administration – Arizona Strategic Enterprise Technology (ADOA-ASET). Roll call was taken by Mr. Justin Turner, and a quorum of the PSCC was declared present as noted above.

### **Approval of Previous PSCC Meeting Minutes**

*Aaron Sandeen, State CIO and Deputy Director, ASET, ADOA (PSCC Chairman Designee)*

#### *Action Item*

Chairman Sandeen asked for comments or questions on meeting minutes for the PSCC meeting held on April 16, 2013. Hearing no questions or comments, Chairman Sandeen asked for a motion and second to approve the minutes as presented. Chief Campbell made a motion to approve the minutes. Lt. Colonel Raynor seconded the motion, and Chairman Sandeen called for a vote to approve the minutes. The motion carried unanimously and the minutes were approved.

### **Appointment of SIEC Co-Chair**

*Aaron Sandeen, State CIO and Deputy Director, ASET, ADOA (PSCC Chairman Designee)*

#### *Action Item*

Chairman Sandeen stated that a Co-Chair vacancy existed on the Statewide Interoperability Executive Committee (SIEC) due to the resignation of Captain Paul Wilson. Captain Wilson had served as Co-Chair on the SIEC for 9 years, but submitted his resignation due to his new position with the Pima County Sheriff's Department. Chairman Sandeen thanked Captain Wilson for his diligence and service, and then stated that the next item of business for the Commission was to appoint a new SIEC Co-Chair. The nominations that had been received were read, and open discussion was held regarding who members of the Commission thought would be suitable to fill the vacancy. Once the discussion was completed, Captain David Azuelo made a motion to appoint Captain Mike Sacco as Co-Chair of the SIEC. Chief Pat Quinn seconded the motion and Capt. Sacco was unanimously approved as Co-Chair of the SIEC.

### **Coconino County 2013 Communications Focused Table Top Exercise**

*Presenter: Robert Rowley, Emergency Manager, Coconino County*

#### *Information & Discussion Item*

Robert Rowley, Coconino County Emergency Manager, presented an overview of the 2013 Coconino County Table Top Exercise (TTX) held February 18, 2013. This TTX was made possible by a grant from the Department of Homeland Security (DHS) Office of Emergency Communications (OEC) Interoperable Communications Technical Assistance Program (ICTAP). After receiving their NECP Goal 2 Report, Coconino County began closing their communications gaps by working with the Public Safety Interoperable Communications (PSIC) Office to complete the Tactical Interoperable Communications Plan (TICP). The communications focused TTX was offered to Coconino County to test their recently completed TICP. Mr. Rowley explained that there are unique challenges in Coconino because of the disparate communications systems working on various frequency bands, making tricky to make sure all agencies can talk to each other. This grant allowed many of the agencies in the area to discuss the process of how they would react and interact with each other.

Mr. Rowley said that there was an initial planning conference in December 2012 with a final planning conference in January 2013. The TTX was held February 18<sup>th</sup>, with a Quick Look Meeting on February 19<sup>th</sup> and an After Action Conference March 26<sup>th</sup>.

Mr. Rowley went on to explain the goals and objectives of the TTX. The main goal was to enhance the overall readiness of the region to respond in the event of an actual emergency involving a large-scale disaster. The main objective was to determine the capability gaps of communication systems used by regional agencies in response to a multi-jurisdictional incident. Mr. Rowley stated that every major emergency response agency in the area participated making the TTX a huge success.

## **Lessons Learned: 2013 Arizona Communications Unit Training Field Day**

*Presenter: Jesse Cooper, Acting Bureau Administrator/IT Project Manager, Phoenix Police Department, Communications Bureau*

### *Information & Discussion Item*

Mr. Cooper presented the lessons learned during the All-Hazards Communications Field Day held Wednesday February 20<sup>th</sup>, 2013 at the Papago Park Military Reservation. This Field Day was for individuals who had completed the Communications Unit Leader (COML) or Technician (COMT) course and were working on completing their Position Taskbook (PTB). This training provided National Incident Management System (NIMS) compliant instruction for these individuals to establish core competencies and hone skills that will qualify them to serve in specific positions during all-hazards emergency operations.

Mr. Cooper went through the background, event development, goals and objectives, equipment, lessons learned, and accomplishments of the Field Day. 27 trainees participated in the Field Day, representing 19 agencies from 5 counties.

## **Statewide Policies, Standards and Procedures Review Process**

*Presenter: Justin Turner, Statewide Interoperability Coordinator, PSIC Office*

### *Information & Discussion Item*

Mr. Turner gave a presentation of the annual review process of the Statewide Policies, Standards and Procedures. The PSIC Office has established a framework for interoperable communications Policies, Standards and Procedures (PSPs) in accordance with SCIP initiative 4. Currently 9 PSPs are set forth in three categories: Governance, Training and Technical.

Mr. Turner stated that the PSIC Office has established standardized templates and style guides for all PSPs to provide consistency in format and versioning throughout the documentation. All PSPs are posted online at: [www.azpsic.gov/library/standards/](http://www.azpsic.gov/library/standards/) and are reviewed on a yearly basis for content and accuracy. Documents changes are initiated either by PSCC or SIEC request, changes to federal/state requirement or through stakeholder concerns. Those changes are then drafted by the PSIC office and sent out to workgroups and subject matter experts for review and comment. Documents are made available on the web for public comment and a draft review is held during a public meeting. Final review and approval of the documents then takes place in a subsequent public meeting.

The annual review cycle for PSPs and other documents has been established as follows:

Jan – Apr: Strategic Plans and Governance

- SCIP Update
- PSCC Operating Principles Document
- SIEC Operating Principles Document

Apr – Jun: Training

- Arizona Communications Unit Training Coordination Procedure
- Arizona Regional All-Hazards Communications Unit Recognition Procedure
- NIMS-CU Policies and Procedures
- During this time the PSIC Office Plan and Statewide Education and Outreach Plan are also updated.

July – Sep: Technical

- Land Mobile Radio Minimum Equipment Standards
- Arizona Interoperable Channels Plan
- Priority Programming Guide

- Arizona Interagency Radio System (AIRS) State Plan - Standard Operating Procedures
- Arizona Interagency Radio System (AIRS) Improvement and Sustainability Plan
- AIRS Memorandum of Understanding (MOU) [DPS Document]
  - During this time the AIRS MOU will also be looked at for possible recommendations to DPS.

Oct – Dec: Annual Reporting

- Annual Reports to Governor, Legislature, and Federal agencies
- New PSP development if needed

## **National Public Safety Broadband Network (NPSBN) Update**

*Presenter: Dr. Michael Britt, Project Manager, PSIC Office*

*Information & Discussion Item*

Dr. Michael Britt presented an update of the National Public Safety Broadband Network (NPSBN). The NPSBN is to be a self-sustaining fee-based network with the potential for public/private partnerships and sharing of State, local and Tribal infrastructure to lower costs. The NPSBN will be built and operated by FirstNet, an independent authority within the National Telecommunications and Information Administration (NTIA).

Dr. Britt stated that Public Safety wants and FirstNet recognizes that the NPSBN needs to be cheaper than current air-cards, more reliable than current air-cards, with as good or better coverage and available when needed (priority access when cell towers are overloaded).

On a national basis there is up to \$7 billion available for the build out of the NPSBN, including \$135M that has been made available to states as part of the State and Local Implementation Grant Program (SLIGP). Dr. Britt said that Arizona's portion of the SLIGP grant is approximately \$3 million. The grant will be used by the PSIC Office to inform and educate public safety stakeholders statewide, and to determine how the new technology may impact governance and existing operations. The grant will also be used for and data collection activities in support of the NPSBN in Arizona including agency data, coverage requirements, budget considerations, and to determine possible participants and possible shared infrastructure. Dr. Britt then listed other events, actions and meetings by FirstNet, and took questions and comments.

## **PSIC Office – Multiple Project Updates**

*Presenter: Justin Turner, Statewide Interoperability Coordinator, PSIC Office*

*Information & Discussion Item*

Mr. Justin Turner gave an update on several of the projects being managed by the PSIC Office. Mr. Turner started by saying that the PSIC Office expected to be awarded a Technical Assistance (TA) grant in support of Public Safety Broadband planning efforts. The Wireless Broadband Systems Support TA will provide assistance with outreach, planning and data collection efforts. He discussed our non-federal match obligations and asked that we would be tracking the time and effort of people who were not funded federally.

Mr. Turner mentioned upcoming events, particularly the Graham, Greenlee and Gila County TICP kick-off workshop coming up July 31, 2013. The Yavapai County TICP kick-off workshop was postponed until August 12, 2013. Those are the last two kick-off workshops for this year. The development workshops will follow.

Mr. Turner followed up with other dates of meetings for the SIEC and PSCC which are posted on the website <http://www.azpsic.gov/meetings/calendar.htm>.

Mr. Turner mentioned that one key development that the PSIC Office has had are documents developed as a result of a TA from the Office of Emergency Communication (OEC) and cooperation with the Arizona Division of Emergency Management (ADEM) in drafting and developing Standard Operating Procedures for the State's 5 Mobile Communications Vehicles (MCV) commonly known as the Toads and the Bull Frog. The documents are in their final editing phases and will soon be in place for the mobile units. In addition OEC also awarded an additional TA to do a video SOP of a Toad and PSIC will be working with Gila County videotaping how to deploy the Toad.

### **Call to the Public**

A call to the public was made for additional items and comments.

Mr. David Felix requested two items be added to a future PSIC agenda. First he suggested that the Commission invite Mike Worrell to speak on interoperable communications in support of the events that ensued after the Yarnell Fire. Second, Mr. Felix asked to brief the Commission regarding the Arizona Public Safety Radio Communications Administrators Forum held in early June and asked for time at a future meeting to give an overview of that event.

### **Adjournment**

Chairman Sandeen called for a motion to adjourn the meeting. Captain Azuelo made the motion to adjourn and Chief Campbell seconded the motion. A vote was taken and the meeting adjourned at 3:05 PM.

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Pursuant to A.R.S. 38-341-01(B), minutes of the Public Safety Communications Advisory Commission are recorded by tape recorder. Taped minutes are maintained in the Public Safety Interoperable Communications Office at the Arizona Department of Administration. Public access and review of PSIC minutes are available by appointment Monday through Friday during normal business hours. Please contact the PSIC office at 602-364-4498 to arrange for an audio of the tape-recorded proceedings.